

STATE PERSONNEL BOARD
OFFICE OF WORKFORCE DEVELOPMENT
AGENCY SPONSORED COURSE
INSTRUCTOR PAYMENT/AGENCY COST

Effective July 1, 2008

Training Session:	
Location:	
Date & Time:	
Agency Name & Address:	
Instructor Name & Address:	
Agency Liaison:	

INSTRUCTOR FEE:

(A **maximum** of 25 participants; additional participants at instructor's discretion, and may require additional cost.)

Half-Day Session:	\$300.00	
Day Session:	\$600.00	
Day and a Half Session:	\$900.00	
Two-Day Session:	\$1,200.00	

****TRAVEL COSTS:**

1-4 Hrs. round trip	\$200.00	
Greater than 4, but less than 5 Hrs. round trip	\$300.00	
5-8 Hrs. round trip	\$350.00	
More than 8 hours	\$450.00	
\$100 added to travel for 2-day session	\$100.00	

****Travel costs are computed from city to city using MapQuest mileage.**

*****OTHER COSTS (specify):**

***Examples--Pre-training consultation, customizing training, etc.

Agency assumes responsibility for provision of routine training materials/supplies (markers, flip chart pads, handouts), if required.

TOTALS:

Total instructor fee, travel, and other cost :		Copy to:		Agency
20% administrative charge of instructor fee				Billing
TOTAL TO BE BILLED TO AGENCY:				Instructor

The Sponsoring Agency hereby agrees to ensure compliance with all federal and state accessibility statutes, including supplying the provider with complete information concerning any and all special needs (i.e., handicapped parking and access, interpreters for the deaf, aids for the visually impaired). The Sponsoring Agency assumes any costs associated with meeting these needs.

Agency Signature _____

Date _____

Instructor Signature _____

Date _____

SPB Signature _____

Date _____